

**MINUTES
BOARD OF TRUSTEES OF BLINN COLLEGE**

**Board Room
Third Floor, Administration Building
Blinn College, 802 Green Street
Brenham, Texas**

Regular Meeting, Tuesday, April 16, 2013, 6:30 p.m.

The Board of Trustees convened at 6:38 p.m. in the Board Room with the following members present: Mr. Atwood C. Kenjura, President, presiding; Mr. Leon B. Toubin, Vice President; Mr. Douglas R. Borchardt, Secretary; Dr. Henry J. Boehm, Jr.; Mr. Norwood Lange; Mrs. Carolyn D. Miller, CPA and Mr. David Sommer.

Board members not present: None

Members of the College staff in attendance were: Dr. Harold Nolte, District President; Dr. Ted Raspiller, President, Brazos County Campuses; Ms. Kelli Shomaker, CFO/Senior Vice President Finance and Administrative Services; Ms. Cathy Boeker, Associate Vice President, Institutional Advancement/Governmental Affairs; Dr. Dennis Crowson, Vice President Student Services; Dr. Debra LaCour, Vice President Academic Affairs; Dr. Kathleen Anzivino; Mr. Joe Baumann; Mr. Mark Bernier; Mr. Rich Bray; Mr. Tom Brazzel; Mr. Ernest Brown, III; Mr. Mordecai Brownlee; Mr. Kris Byboth; Ms. Jeri Thornton-Dulaney; Mr. Alexis Dunn; Mr. Joseph Engle; Mr. Brian Gonyer; Mr. Ronald Hammond; Mr. Jeffrey Jenkins; Ms. Angela Lawrenz; Mr. Richard O'Malley; Ms. Kris Ottmer; Mr. Steve Rathbone; Mr. Ross Schroeder; Mr. Jeff Tilley; Ms. Ann Weir; Mr. Michael Welch; Mr. Brent Williford; Dr. Mark Workman and Mr. Marcus Young.

Also registered as in attendance were: Judge Carolyn Bilski, Austin County Judge, Mr. Tim and Mrs. Donna Culliver, Adam's Angels Ministry; Mr. Eryn Lacy and Mr. Joshua Carrierre, Blinn College Distinguished Gentlemen Student Organization; Ms. Audrisa Harrison, Blinn College Student and Mr. Joel Williams, *Brenham Banner-Press*.

ITEM 1. CALL MEETING TO ORDER, INVOCATION AND PLEDGE TO THE AMERICAN AND TEXAS FLAGS

The meeting was called to order by Mr. Kenjura. The pledge was led by Mr. Kenjura and the prayer was given by Dr. Nolte.

ITEM 2. PUBLIC COMMENT

A moment of silence was observed for those involved in the Boston Marathon tragedy.

Mr. Steve Rathbone, Chemistry Professor, addressed the Board and requested that the Faculty Senate be allowed to review the results of the Fox Lawson and Associates Compensation Study. Mr. Kenjura responded that the Board has not had the opportunity to review yet and would ask for patience until that review can take place.

Mr. Tim and Mrs. Donna Culliver, Founders of Adam's Angels Ministry, thanked the Board, Administration and Harvey McIntyre for the Baseball Turn Back the Clock Days benefiting Adam's Angels Ministry. The children were able to go onto Leroy Dreyer Field during the pre-game activities. Proceeds from the event will benefit the Adam's Angel Ministry.

Mr. Kris Byboth, Physics Professor, addressed the Board this being his last Board meeting as a Blinn College employee. Mr. Byboth spoke in support of a modest tuition increase if transparency and communication are improved in the institution. He urged the Board to recognize the hard working faculty and staff monetarily, as well as, with an improved culture in trust. He asked the Board to make changes now rather than waiting until next budget year.

NON-ACTION ITEMS:

ITEM 3. READING OF A RESOLUTION FOR THE 2013 WOMEN'S BASKETBALL TEAM AND COACH OF THE YEAR

Mr. Kenjura read a resolution for the 2013 Women's Basketball Team and Coach of the Year, Mr. Jeffrey Jenkins.

Coach Jenkins introduced his Assistant Coach Alexis Dunn and Ms. Audrisa Harrison, Region XIV Conference Co-Most Valuable Player.

ITEM 4. PRESENTATION OF THE SEALY CHAMBER OF COMMERCE 2012 PINNACLE AWARD

Judge Carolyn Bilski, Austin County Judge, thanked the Board for its support of the Sealy Campus. She presented the Sealy Chamber of Commerce 2012 Pinnacle Award to Blinn College Campus Director, Jeri Thornton-Dulaney as the organization that best promoted and supported Sealy and its businesses.

ITEM 5. REVIEW OF FINANCIAL STATEMENT AND LIST OF CHECKS FOR THE PERIOD ENDING MARCH 31, 2013

Ms. Kelli Shomaker reviewed the financial statement and list of checks for the period ending March 31, 2013 (copies of the financial statement and list of checks are attached and made a part of these *Minutes*). She highlighted variances and provided explanation to the Board.

CONSENT AGENDA ITEMS:

ITEM 6. REVIEW AND ACTION TO APPROVE THE MINUTES FOR THE MARCH 6, 2013, SPECIAL MEETING AND MARCH 19, 2013, REGULAR MEETING

ITEM 7. REVIEW AND ACTION TO ACCEPT A GIFT TO THE COLLEGE OF MANNEQUINS AND A REFRIGERATOR TO BE USED FOR STUDENT TRAINING IN THE EMERGENCY MEDICAL SERVICES TRAINING LAB ON THE TEXAS A&M HEALTH SCIENCE CENTER CAMPUS

ITEM 8. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK BIDS FOR LAWN CARE SERVICES ON THE BRENHAM AND BRAZOS COUNTY CAMPUSES

ITEM 9. REVIEW AND ACTION TO AUTHORIZE ADMINISTRATION TO SEEK REQUESTS FOR PROPOSAL TO DEVELOP A FINANCIAL AID DEFAULT MANAGEMENT PLAN

ITEM 10. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK REQUESTS FOR PROPOSAL TO CONDUCT A FEASIBILITY STUDY FOR POTENTIAL FUNDRAISING CAMPAIGNS

On a motion by Dr. Boehm, seconded by Mrs. Miller, the Board voted to approve the **CONSENT AGENDA ITEMS: ITEM 6** - Minutes for the March 6, 2013, Special Meeting and the March 19, 2013, Regular Meeting; **ITEM 7** - Gift to the College of Mannequins and a Refrigerator to be Used for Student Training in the Emergency Medical Services Training Lab on The Texas A&M Health Science Center Campus (a copy of the donation form is attached and made a part of these *Minutes*); **ITEM 8** - Administration to Seek Bids for Lawn Care Services on the Brenham and Brazos County Campuses; **ITEM 9** - Administration to Seek Requests for Proposal to Develop a Financial Aid Default Management Plan; **ITEM 10** - Administration to Seek Requests for Proposal to Conduct a Feasibility Study for Potential Fundraising Campaigns, as presented by the Administration.

ACTION ITEMS:

ITEM 11. REVIEW AND ACTION TO SET TUITION, FEES AND OTHER CHARGES

Ms. Shomaker reviewed a proposed fee schedule (a copy of the proposed fee schedule is attached and made a part of these *Minutes*). She responded to questions from the Board. Ms. Shomaker reviewed a proposed \$3.00 increase across the board on tuition and a \$3.00 general fee increase. The additional revenue would primarily pay for technology increases and cover Teacher Retirement System shortfall. Blinn College is nearly average in comparison to other community colleges. The Board would like the Administration to assess all programs for viability.

On a motion by Dr. Boehm, seconded by Mr. Borchardt, the Board voted to approve a \$3.00 increase across the board on tuition, \$3.00 general fee increase and the fee schedule, as presented by the Administration.

ITEM 12. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD A BID FOR PEST CONTROL SERVICES ON ALL CAMPUSES

Mr. Ross Schroeder, Director of Purchasing, reviewed the bid results for Bid #900 - Pest Control Services (a copy of the bid results is attached and made a part of these *Minutes*). Mr. Schroeder recommended the bid be awarded to Orkin Pest Control in the amount of \$22,610.00. The low bidder, Eco Zap, is a small company with two employees and may not be able to meet Blinn's needs for Pest Control.

On a motion by Mr. Toubin, seconded by Dr. Boehm, the Board voted to award the bid for pest control services to Orkin Pest Control from May 1, 2013, through August 31, 2015, in the amount of \$22,610.00, as presented by the Administration.

ITEM 13. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO AWARD A PROPOSAL FOR COPY SERVICES ON THE BRYAN CAMPUS

Mr. Schroeder reviewed the lone proposal received for copy services on the Bryan Campus (a copy of the bid summary is attached and made a part of these *Minutes*). Mr. Schroeder recommended RFP #115 be awarded to Copy Stop. Details of the proposal are listed on the bid summary.

On a motion by Dr. Boehm, seconded by Mr. Lange, the Board voted to award RFP #115 to Copy Stop for copy services on the Bryan Campus, as presented by the Administration.

ITEM 14. REVIEW AND ACTION TO AWARD A CONSTRUCTION CONTRACT FOR THE REPLACEMENT OF FLOORING AND THE RECONSTRUCTION OF WALLS IN THE CAFETERIA AT THE STUDENT CENTER ON THE BRENHAM CAMPUS

Mr. Richard O'Malley, Executive Director, Facilities, Planning and Construction, reviewed bids for the replacement of flooring and the reconstruction of walls in the cafeteria at the Student Center on the Brenham Campus (a copy of the bid summary is attached and made a part of these *Minutes*).

On a motion by Dr. Boehm, seconded by Mr. Borchardt, the Board voted to award the bid to Madison Construction for \$147,500.00, for the replacement of flooring and the reconstruction of the walls in the cafeteria at the Student Center on the Brenham Campus, as presented by the Administration.

ITEM 15. REVIEW AND ACTION TO AUTHORIZE THE ADMINISTRATION TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT WITH BOKA POWELL TO PROVIDE ARCHITECTURAL DESIGN AND PLANNING SERVICES FOR THE BRYAN CAMPUS MASTER PLAN

Mr. O'Malley reviewed the process of selecting architectural firms to provide design and planning services for the Bryan Campus Master Plan. The Administration would like to negotiate a professional services agreement with Boka Powell. Mr. O'Malley responded to questions from the Board.

On a motion by Dr. Boehm, seconded by Mr. Sommer, the Board voted to authorize the Administration to negotiate a professional services agreement to provide architectural design and planning services for the Bryan Campus Master Plan with Boka Powell, as presented by the Administration.

REPORTS, ANNOUNCEMENTS, AND OTHER NON-ACTION ITEMS:

ITEM 16. REPORTS:

• **BUILDINGS AND GROUNDS**

Mr. O'Malley presented the written buildings and grounds report with no questions from the Board (a copy of the Buildings and Grounds report is attached and made a part of these *Minutes*):

- Planning (Bryan Campus):
 - Building E, Student Center - *the student activity half of the building was scheduled for a remodel to accommodate student activities; and the food service half of the building was scheduled to be updated and expanded to meet the growth of the campus. Both of these phases have been put on hold until the funding of these improvements can be budgeted.*
Update: The Facilities Staff along with the Director of Food Services met with a consulting firm that designs and plans food service operations. This firm was asked to analyze our existing food service operation and provide a cost estimate for any improvements to enhance food service and efficiencies in our present system.
 - Parking Lot Project - The College retained the services of Bleyl & Associates for the preliminary planning and design of a 300 car surface lot.
Update: The project bid has been awarded. Construction should begin in May. The timeline for completion of this new overflow lot is July 2013.
 - HVAC (Controls and VFD'S) - Funds have been budgeted in this fiscal year to improve the HVAC Controls System on the Bryan Campus. This project is in the very early discussion stage and awaiting information from Schneider Electric (our current vendor) before proceeding to the design and construction phase.

- Elevator Upgrades - Funds have been budgeted in this fiscal year for elevator upgrades, the project has not started.
- Landscaping/Irrigation System Upgrades - Funds have been budgeted in this fiscal year to improve the landscaping and turf on the Bryan Campus. The Facilities Staff is preparing a landscaping and turf plan that will be implemented in the Spring.
- Bryan Campus Master Plan – the master plan selection committee has interviewed planning firms for the proposed master plan and will make a recommendation at the April Board meeting.
- Planning (Brenham Campus):
 - Classroom Utilization Study - The Facilities Staff is in the preliminary stage of developing a classroom utilization report for the Brenham Campus. The results of this study will be available for use in a strategic plan for the campus.
 - Energy Audit - The Facilities Staff is in the preliminary stage of performing an energy audit for the Brenham Campus.
 - Fitness Center - The Facilities Department and the Student Services Department are developing a plan to enhance student amenities on campus. One area identified by student groups as a need is a fitness center. At present, all student fitness center type activities take place in the Boehm Building and the typical student has to compete with the sports teams for use of equipment. Several ideas are being considered ranging from converting the James Atkinson Hall into a fitness center to constructing a new building for this purpose.
 - Spencer Hall Remodel/New Student Housing - This project was discussed in the Facilities Workshop with the Board. The project is still in the discussion stage with the Administration and Board, once authorization is affirmed, the Facilities Staff will prepare an RFQ for professional services to hire an architectural firm for detail planning and design.
 - Saeger Street Extension - This project is actually a City of Brenham project, but the alignment and construction schedule have an immediate impact on the College as we develop the balance of our property adjacent to the College Park Apartments and Agricultural Complex. The City has no immediate plans to start design and construction on these improvements, but a sincere indication from the College of our desire to develop this property for student housing could trigger an accelerated schedule.
 - Student Center/Old Main Fire Alarm Monitoring System - This project is in the preliminary planning stages and once more information is available, authorization from the Board will be sought to seek bids on construction.
 - Memorial and Holleman Halls - Four options are being considered with these buildings: 1. Remodeling, 2. Demolish, 3. Lease or 4. Sell. The remodeling estimate is approximately \$1,000,000.00 per building as discussed in the Facilities Workshop. The cost to demolish is \$4.00 - \$6.00 per square foot-these buildings are approximately 8,500 square feet each, so the cost to demolish would range from \$34,000.00 - \$51,000.00 per building. The leasing option and the sell option have been discussed with both developers and real estate agents. No progress has been made to determine if these are viable options.
- Design (Bryan Campus):
 - The Administration Building Roof/Gutter Replacement - This project is in the preliminary design phase and once authorized by the Board, the Administration will seek bids for the construction of the improvements. The budget for these improvements is \$250,000.00 and the funds have been budgeted in the 2012 - 2013 fiscal year.
 - The landscape project at the parking lot improvements is in design and should be awarded at the May meeting.
- Design (Brenham Campus):
 - The Lighting Project for replacement lamps in the Student Center, O'Donnell Center, "Original" Band Hall, Heineke Gym, PE Building, Moody Library, and Old Main is in design and should be ready for bidding in June.

- The Central Plant Improvement Project is in design and will be bid in June.
- The Student Center kitchen improvement project will be bid and awarded at the April Board meeting.
- Construction (Bryan Campus)
 - The Generator Project is complete.
- Construction (Brenham Campus)
 - The Generator Project is complete.
 - The Student Housing Door Alarm Project is complete.
 - The painting, flooring, parking lot improvements at Memorial Hall are under construction to be completed by July.

**Note: Italics indicate older items.*

- **STUDENT LEADERSHIP AND ACTIVITIES**

Mr. Mordecai Brownlee, Director Student Leadership and Activities, highlighted successes in Student Leadership and Activities over the past year. The twenty-nine student organizations have increased programs such as The Pirates Den, Conference Center renovation and student programs by 40%. He introduced a few students and sponsors from the Distinguished Gentlemen Student Organization. They reviewed their organization activities for this past year. Dr. Boehm would like the Distinguished Gentleman to receive a letter of thanks.

- **STRATEGIC PLANNING UPDATE**

Mr. Joe Baumann, Dean of Institutional Effectiveness and Enrollment Management, gave the Board an update on the Strategic Planning Process. He discussed listening sessions, potential environmental scan and next steps. Mr. Baumann responded to questions from the Board.

- **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES - REAFFIRMATION UPDATE**

Mr. Baumann gave an update on activities related to Blinn College's Reaffirmation of Accreditation. He reviewed the timeline for preparation of the Monitoring Report, which is due in September.

- **NEWLY ENDOWED SCHOLARSHIPS**

Ms. Cathy Boeker announced three newly endowed scholarships for a total value of \$40,000.00, as follows: (a copy of the Scholarships is attached and made a part of these *Minutes*).

Oliver and Virginia Wagner/Graham Masonic Lodge Endowed Scholarship \$15,000.00
The Brothers of Graham Masonic Lodge #20 of Brenham established this scholarship in honor of Master Mason Oliver and Virginia Wagner for their commitment to aid and assist those in need. The scholarship is open to Washington County residents, without regard to major, and preference will be given to students with a Masonic connection.

Brenham Cub Baseball Endowed Scholarship \$15,000.00
No description available yet

Samuel Duree Endowed Scholarship \$10,000.00
No description available yet

ITEM 17. BRAZOS COUNTY CAMPUSES UPDATE

Dr. Ted Raspiller reviewed the Student Leadership and Activities for Spring 2013, for the Bryan Campus (a copy of the Student Leadership and Activities for Spring 2013, is attached and made a part of these *Minutes*):

- April 20, 2013, Sigma Kappa Delta, English Honor Society 5K Run, 9:30 a.m.
Registration at Bryan Student Center
- April 25, 2013, Blinn Choir Concert/ Mr. Chris Hoffman, E-105, 4:30 p.m.
- April 25-27, 2013, Theater Arts Production/The Complete Works of William Shakespeare, E-105, 6:30 p.m.
- April 27, 2013, Student, Orientation, Advising and Registration (SOAR), E-105, 8:00 a.m.
- May 4, 2013, Dental Hygiene Pinning Ceremony, E-105, 9:00 a.m.
- May 11, 2013, Radiology Technology Graduation Pinning Ceremony, E-105, 5:00 p.m.
- May 13, 2013, Workforce Education, E-105, 8:00 a.m.
- May 15, 2013, Blinn/A&M University AOC Deans Meeting, E-105, 11:00 a.m.

ITEM 18. ADMINISTRATIVE ANNOUNCEMENTS:

Dr. Nolte reviewed the following Administrative Announcements and Upcoming Events (a copy of the Administrative Announcements and Upcoming Events are attached and made a part of these *Minutes*):

Dr. Nolte asked Mr. Mark Bernier, Professor of English/Philosophy, to speak about the University Interscholastic League. Contests hosted by Blinn College.

Dr. Nolte thanked the local newspaper, *Brenham Banner Press*, for the great media coverage.

Blinn College's dance and cheer teams each placed second at the National Cheerleaders Association/National Dance Alliance Collegiate Cheer and Dance Championships.

• UPCOMING EVENTS:

- Athletic Events:
 - Softball vs Lamar State-Port Arthur, April 18, 2:00 and 4:00 p.m.
 - Baseball vs Laredo Community College, April 19, 6:00 p.m.
 - Baseball vs Laredo Community College, April 20, 1:00 and 3:30 p.m. - Washington County Little League Day
 - Baseball vs Angelina College, April 22, 3:00 and 5:30 p.m.
 - Football Blue & White Scrimmage, April 25, 7:00 pm., Cub Stadium
 - Baseball vs San Jacinto-North, April 26, 6:00 p.m. - Recognizing Scoreboard Sponsors during pre-game activities
- Texas Association of Community Colleges Quarterly Meeting - April 17, 11:30 a.m., TACC Headquarters, Austin
- Sealy Advisory Committee Meeting - April 18, Noon, Sealy Campus
- Technical Education Advisory Committee Meeting - April 25, 11:00 a.m., Board Dining Room, Student Center
- Blinn College Professional Association - Brenham - Retirement Luncheon, April 26, 11:30 a.m., Janis Sneed Banquet Room, Student Center
- Blinn College 12th Annual Agricultural Mechanical Project Show - May 1, W.J. "Bill" Rankin Agricultural Complex (see Blinn website for additional information)
- Student Leadership Awards Reception - Wednesday, May 1, 7:00 p.m., Janis Sneed Banquet Room, Student Center

- Maifest Parade-May 4, 10:30 a.m., in Downtown Brenham.
- Blinn College Graduation Ceremony - May 10, 7:30 p.m., Brenham High School Auditorium
- Blinn Election - May 11
- Schulenburg Advisory Committee meeting - May 15, Noon, Schulenburg Campus
- Regular Board Meeting - Tuesday, May 21, 6:30 p.m., Board Room, Brenham Campus

ITEM 19. RECESS FOR CLOSED SESSION (AS AUTHORIZED BY GOV'T. CODE, SEC. 551.101)

The public was recessed for a break at 8:36 p.m.

The public was recessed for closed session at 8:54 p.m.

CLOSED SESSION:

ITEM 20. CLOSED SESSION:

- (A) **PERSONNEL MATTERS (GOV'T. CODE, SEC. 551.074)**
 - i. **DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF PUBLIC EMPLOYEES OR OFFICERS**
- (B) **REAL PROPERTY (GOV'T. CODE, SEC. 551.072)**
 - i. **DISCUSSION OF POSSIBLE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG AND SEALY**
- (C) **GIFTS AND DONATIONS (GOV'T. CODE, SEC. 551.073)**
 - i. **DELIBERATIONS REGARDING PROSPECTIVE GIFTS AND DONATIONS**

ITEM 21. RECONVENE PUBLIC SESSION

The public session was reconvened at 10:31 p.m.

ADDITIONAL ACTION ITEMS:

ITEM 22. ACTION ON CLOSED SESSION ITEMS:

- (A) **REVIEW AND ACTION ON FACULTY AND PROFESSIONAL STAFF CONTRACTS AND PERFORMANCE OBJECTIVES OF THE DISTRICT PRESIDENT AND CAMPUS PRESIDENT, BRAZOS COUNTY CAMPUSES**
- (B) **REVIEW AND ACTION TO PURCHASE, EXCHANGE OR LEASE REAL PROPERTY IN BRENHAM, BRYAN, SCHULENBURG AND SEALY**
- (C) **REVIEW AND ACTION TO ACCEPT PROSPECTIVE GIFTS AND DONATIONS TO THE COLLEGE**

On a motion by Mr. Borchardt, seconded by Dr. Boehm, the Board voted to employ new Full-Time Faculty and Professional Staff on one-year contracts, as presented by the Administration (a copy of the list of persons employed is attached and made a part of these *Minutes*).


On a motion by Mr. Sommer, seconded by Mr. Borchardt, the Board voted to approve the renewal of current Faculty and Professional Staff contracts for the 2013-2014 school year, as presented by the Administration (a copy of the list of persons renewed is attached and made a part of these *Minutes*).

ITEM 23. ADJOURNMENT

On a motion by Mr. Lange, seconded by Mr. Toubin, the Meeting was adjourned at 10:34 p.m.



Mr. Atwood C. Kenjura
President



Mr. Douglas R. Borchardt
Secretary